

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 1703***

**FLSA: Exempt**

**CLASSIFICATION TITLE: DIRECTOR, COMPREHENSIVE  
PLANNING**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to direct and administer functions and staff of the Comprehensive Planning Division in implementing long-range land use and related transportation planning activities for the Chattanooga-Hamilton County and North Georgia region.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; conducts interviews and makes hiring recommendations; develops and conducts training workshops.

Coordinates daily work activities; organizes, prioritizes, and assigns work; conducts staff meetings; monitors status of work in progress and inspects completed work; reviews documentation prepared by staff; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Consults with Executive Director, elected officials, department managers, transportation officials, and other officials to review department operations and activities, review or resolve problems, receive advice and direction, and provide recommendations; advises officials of state/federal transportation regulations; attends management meetings.

Manages operations and activities of the Comprehensive Planning Division; develops policies and procedures for the division; develops long and short term plans, goals and objectives for the division; develops division budget and monitors expenditures to ensure compliance with approved budget.

Develops and coordinates work program and budget for the Comprehensive Planning Division of the regional/bi-state Regional Planning Agency (RPA); establishes work program priorities and sets guidelines for accomplishment of work program objectives.

Reviews and edits community master plan; ensures quality, practicality, and consistency with project objectives, and requests changes as appropriate; approves final master community master plan.

Oversees design and implementation of planning projects; assigns planning staff to implement projects defined by transportation and comprehensive planning work programs; establishes project priorities and timeframes; oversees activities of planning staff to ensure project quality and compliance with project schedules; reviews and approves project designs as developed by assigned staff, including project budgets, objectives, processes, and timelines; assists staff in evaluating problems and developing strategies for solution of complex problems.

Coordinates with Metropolitan Planning Organization (M.P.O.) Coordinator to establish transportation work program.

Provides technical expertise to Executive Director, elected officials, department managers, transportation officials, project teams, client organizations, and other staff; advises supervisors, elected officials, and other staff on relevant state/federal policies; makes oral presentations to various groups; answers questions from citizens.

Monitors zoning changes and development in assigned district; reviews rezoning applications; reviews zoning cases in the field; attends staff review of zoning meetings and makes staff recommendations regarding appropriateness of rezoning proposals; reviews site plans for new development and makes design recommendations.

Reviews and approves consultant proposals, contracts, and expenditures in consultation with Executive Director.

Conducts research of codes/ordinances, trade publications, files, maps, Internet sites, electronic data sources, hardcopy materials, or other sources as needed; conducts special studies as needed.

Researches and compiles various statistical, demographic, or administrative data; analyzes data and identifies trends; prepares reports, charts, and presentations.

Writes articles for various professional and local publications.

Performs administrative tasks; reviews and approves expenditure requests and invoices; approves time sheets and leave requests.

Prepares or completes various forms, reports, correspondence, policies, division work program, annual reports, budget proposals, budget documents, job descriptions, performance evaluations, flow charts, technical reports, rezoning application staff

recommendations, site plans, designs, drawings, slide presentations, or other documents.

Receives various forms, reports, correspondence, employment applications, time sheets, leave requests, transportation reports, transportation budgets, consultant proposals, contracts, zoning requests, rezoning applications, work programs, community master plans, project design proposals, architectural drawings, site plans, meeting agendas, meeting minutes, census data, traffic count reports, aerial photographs, codes, ordinances, policies, procedures, bylaws, maps, professional journals, publications, manuals, reference materials, or other documentation; reviews, analyzes, completes, processes, forwards or retains as appropriate.

Operates a motor vehicle, personal computer, projector, camera, general office equipment, drafting instruments, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, presentation, database, mapping, calendar, Internet, e-mail, or other software programs.

Communicates with supervisor, employees, other departments, City officials, visiting dignitaries, consultants, transportation officials, local/state/federal agencies, developers, realtors, property owners, community organizations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings, serves on committees, and makes presentations; prepares and delivers oral/written presentations for public meetings, City Council/County Commission meetings, professional conferences, interest groups, and the media.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Performs miscellaneous tasks, which may include scheduling/organizing meetings, typing documents, making copies, filing documentation, outgoing mail, or taking photographs.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Minimum Bachelor's degree in Land Use Planning or Urban Design, with Master's level course work in the field; Master's degree strongly preferred; supplemented by five (5) years previous experience and/or training that includes urban planning, urban design, zoning, development review, project management, budget administration, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Membership in American Institute of Certified Planners preferred.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as temperature extremes, traffic hazards, or bright/dim light.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**LAST EDITED: August, 2001**